



REQUEST FOR PROPOSAL – Timberlane Regional School District HVAC Filters 2026/27

SAU 106 (Timberlane Regional School District “TRSD”) requests sealed proposals to provide HVAC Filters quarterly for nine buildings during the 2026-2027 academic year, as outlined per building, quantity, size and rating below. All sealed proposals must be submitted by Friday, October 2, 2026, at 9 a.m., with the bid opening on October 2 at 10 a.m.

The company shall submit a statement with the proposal, indicating school experience, along with the names of the school districts previously and/or currently served, the involved dates, and the scope of services performed.

Proposals must remain valid for 96 hours after the opening.

The SAU may conduct an investigation as necessary to determine the company's capacity to execute the work. The company is required to provide the SAU with all relevant information and data needed for this purpose upon request. The Superintendent retains the authority to accept or reject any and all proposals, or any individual item(s) within them, to waive any informalities in the procurement process, and to cancel, either partially or entirely, the request for proposals. The Superintendent will award the contract in a manner deemed to be in the best interests of the School District. The School District reserves the right to select the proposal that most effectively meets the District's requirements as determined by the Superintendent. Although price will be a significant factor in the evaluation, the Superintendent retains the right to select a vendor even if it does not submit the lowest cost proposal.

Each proposer must clearly express any deviation from the conditions and specifications in the appropriate space on the proposal form. Unless stated by the proposer and accepted by the districts, all conditions and specifications apply.

Any fraudulent or inaccurate statements or willful concealment of relevant information by the Proposer are grounds for rejecting that proposal and terminating any subsequent contract. The Proposer may not withdraw proposals after the proposal opening.

The successful proposer, known as the contractor, shall be ready to enter into a written contract with the school district following the District's written acceptance of the proposal. The contract will last until June 30, 2027.

Once the district has evaluated project costs, final decisions on quantities and any limits to the scope of work shall be noted in the agreement/contract.

All contractors or companies submitting proposals must provide the labor, materials, tools, and equipment necessary to complete the task and anything else reasonably implied for this contract's prompt and satisfactory completion.

All proposals must be submitted in a sealed envelope marked “RFP-HVAC Filters” and addressed to Justin Krieger, Superintendent, Timberlane Regional School District, 30 Greenough Road, Plaistow, NH 03865, no later than **Friday, October 2, 2026, at 9 a.m. The bid opening will be on October 2 at 10 a.m.**

Please direct all questions to:

Marc Brander, Director of Facilities, marc.brander@timberlane.net

SAU 106 – 30 Greenough Road, Plaistow, NH 03865 (603) 382-6119



**Building, Quantity, Size and Rating HVAC
Filter Specification**

SAU BUILDING:

6 – 20"X20"X1" MERV8

HIGH SCHOOL:

162 – 18"x24"x2" MERV8
84 – 18"X24"X4" MERV 12
20 – 16"X16"X2" MERV8
16 – 16"X16"X4" MERV12
32 – 20"X20"X2" MERV8
6 – 20"X25"X2" MERV8
2 – 16"X25"X2" MERV8
16 – 16"X20"X2" MERV8

HIGH SCHOOL MOD'S:

2 – 12"X24"1" MERV8
2 – 10"X30"X1" MERV8

PAC:

6 – 20"X24"X2" MERV8
4 – 20"X25"X2" MERV8
12 – 20"X20"X2" MERV8

MIDDLE SCHOOL:

40 – 16"X25"X2" MERV8
38 – 16"X16"X2" MERV8
4 – 16"X16"X4" MERV12
12 – 16"X20"X2" MERV8
28 – 20"X25"X2" MERV8
36 – 20"X20"X2" MERV8
32 – 20"X24"X2" MERV8
6 – 18"X24"X2" MERV8



ATKINSON ACADEMY:

63 – 18"X24"X2" MERV8
39 – 18"X24"X4" MERV2
34 – 20"X20"X2" MERV8
4 – 20"X24"X2" MERV8
2 – 20"X24"X4" MERV12
4 – 16"X16"X2" MERV8
2 – 18"X18"X1" MERV8
4 – 20"X10"X1" MERV8

POLLARD SCHOOL:

32 – 20"X20"X2" MERV8
4 – 20"X25"X2" MERV8
69 – 18"X24"X2" MERV8
45 – 18"X24"X4" MERV12
24 – 20"X24"X4" MERV12
8 – 20"X24"X2" MERV8
4 – 24"X24"X2" MERV8
4 – 24"X24"X4" MERV12

DANVILLE ELEMENTARY:

50 – 20"X20"X2" MERV8
4 – 16"X25"X2" MERV8
4 – 16"X16"X2" MERV8
2 – 20"X24"X2" MERV8
4 – 24"X24"X2" MERV8

SANDOWN CENTRAL:

26 – 20"X20"X2" MERV8
8 – 16"X20"X2" MERV8
2 – 20"X25"X2" MERV8

SANDOWN NORTH ELEMENTARY:

56 – 20"X20"X2" MERV8
14 – 16"X20"X2" MERV8



Proposal Submittal

Sealed proposals are due on Friday, October 2, 2026, at 9 a.m., with the bid opening on October 2 at 10a.m. at the SAU 106 office building at 30 Greenough Road, Plaistow, NH 03865.

COMPANY PROFILE
and
REQUIRED SUBMITTALS

Please provide the following information about your business. This form is necessary for submitting your proposal. You may attach extra sheets or documents as needed.

1. DUNS Number or Federal Tax ID # _____
2. Size of Company: Total number of employees _____
Total number of service employees _____
3. Number of years in business _____
4. Number of years under current management _____
5. Office locations (service, retail, other) _____
6. Please provide the website address: _____

List three references for which your company performed similar scope and size work. Include the company or agency name, contact name, telephone number, and email address.

- 1) _____

- 2) _____

- 3) _____

(Company Name)

(Print Name)

(Authorized Signature & Title)

(Date)



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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PROPOSAL FORM Timberlane Regional School District 2026/2027 HVAC FILTERS

To: Mr. Justin Krieger Superintendent of Schools

SAU 106/Timberlane Regional School District
30 Greenough Rd.
Plaistow, NH 03865

Having carefully examined the description of the Request for Bid, the undersigned agrees to perform the work for the following contract price:

HVAC FILTER PROPOSAL PRICE:

Total Proposal Price: \$_____

Submittals Included:

____Company Profile

COMPANY NAME: _____

ADDRESS OF COMPANY: _____

PHONE: _____

EMAIL: _____

SIGN HERE: _____

DATE

NAME OF THE AUTHORIZED OFFICER

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Selection Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the contractor and team
- Demonstrated understanding of the project scope and objectives
- Cost-effectiveness and value
- References and past performance

If the District decides to make an award based on these evaluations, it will notify the selected proposer(s). If the District cannot reach an agreement with the selected proposer(s) during contract discussions, it may then begin discussions with the next preferred proposer, continue down the list, or alternatively, the District may reject all proposals, cancel this RFP, or initiate a new acquisition process with fresh proposals.

The District will use a scoring scale of 100 points, which will be distributed as set forth in the table below.

CATEGORIES	POINTS
1.Capability to Perform Required Services	20
2.Experience and Past Performance on Similar Projects	20
3.Project Understanding	20
4.Proposed Fee for Services	40
TOTAL POTENTIAL POINTS AWARDED	100

END OF RFP